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Cambridge City Council

CIVIC AFFAIRS

To: Committee Members: Councillors Boyce (Chair), Rosenstiel (Vice-Chair), Marchant-Daisley, Herbert, Benstead and Pitt

Alternates: Councillors Brierley and Ashton

Despatched: Tuesday, 22 January 2013

Date: Wednesday, 30 January 2013

Time: 6.00 pm

Venue: Committee Room 1 & 2 - Guildhall

Contact: Martin Whelan

Direct Dial: 01223 457013

AGENDA

1 APOLOGIES FOR ABSENCE

2 MINUTES OF PREVIOUS MEETING *(Pages 1 - 8)*

3 DECLARATIONS OF INTEREST

Members are asked to declare at this stage any interests that they may have in any of the following items on the agenda. If any member is unsure whether or not they should declare an interest on a particular matter, they are requested to seek advice from the Head of Legal Services before the meeting.

4 PUBLIC QUESTIONS

5 DEVELOPER CONTRIBUTIONS, AREA COMMITTEES AND PROJECT APPRAISALS - AMENDMENT OF THE CONSTITUTION *(Pages 9 - 12)*

6 PAY POLICY STATEMENT 2013/14 *(Pages 13 - 20)*

7 REQUEST FOR ADDITIONAL ITEM TO CIVIC AFFAIRS AGENDA 30/1/13 FROM CLLR JOHNSON - JACK WARREN GREEN POLLING DISTRICT

Email from Councillor Johnson

“Abbey Councillors have held the view for a while now that polling district which Jack Warren Green resides in should be moved from its current location in AA to AB.

We believe there is a logical case for this. Currently Jack Warren Green residents have to travel roughly 1km to vote at the AA polling station at Howard Road. We believe that this distance is partly why there has been a very low turnout from this area in comparison to others in the district.

The route from Jack Warren Green to the AB polling station (at East Barnwell Centre) crosses Newmarket Road but is 1/5th of the distance (200m). In our view the AA electoral district is too large in any case. Our calculations figure that broadly 50 per cent of the Abbey electorate is in the AA district, compared to 25% each in the other two. We recognise that the AC polling district (Riverside area) is logical and coherent in terms of proximity and access - AB less so.”

Information for the Public

Location The meeting is in the Guildhall on the Market Square (CB2 3QJ).

Between 9 a.m. and 5 p.m. the building is accessible via Peas Hill, Guildhall Street and the Market Square entrances.

After 5 p.m. access is via the Peas Hill entrance.

All the meeting rooms (Committee Room 1, Committee 2 and the Council Chamber) are on the first floor, and are accessible via lifts or stairs.

Public Participation Some meetings may have parts that will be closed to the public, but the reasons for excluding the press and public will be given.

Most meetings have an opportunity for members of the public to ask questions or make statements.

To ask a question or make a statement please notify the Committee Manager (details listed on the front of the agenda) prior to the deadline.

- For questions and/or statements regarding items on the published agenda, the deadline is the start of the meeting.
- For questions and/or statements regarding items NOT on the published agenda, the deadline is 10 a.m. the day before the meeting.

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meeting can be found at;

<http://www.cambridge.gov.uk/public/docs/Having%20your%20say%20at%20meetings.pdf>

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www.cambridge.gov.uk/democracy/ecSDDisplay.aspx?NAME=SD1057&ID=1057&RPID=33371389&sch=doc&cat=13203&path=13020%2c13203.

Fire Alarm

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**Facilities for
disabled
people**

Level access to the Guildhall is via Peas Hill.

A loop system is available in Committee Room 1, Committee Room 2 and the Council Chamber.

Accessible toilets are available on the ground and first floor.

Meeting papers are available in large print and other formats on request prior to the meeting.

For further assistance please contact Democratic

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Queries on reports If you have a question or query regarding a committee report please contact the officer listed at the end of relevant report or Democratic Services on 01223 457013 or democratic.services@cambridge.gov.uk.

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CIVIC AFFAIRS

21 November 2012

6.00 - 7.11 pm

Present: Councillors Boyce (Chair), Rosenstiel (Vice-Chair), Marchant-Daisley, Benstead and Brierley

Officers Present

Chief Executive – Antoinette Jackson
Director of Resources – David Horspool
Head of Corporate Strategy – Andrew Limb
Head of Legal Services – Simon Pugh
Democratic Services Manager – Gary Clift
Electoral Services Manager – Vicky Breathing
Support Services Manager – Karl Tattam
Committee Manager – Martin Whelan

Also Present

Leader of the Council

FOR THE INFORMATION OF THE COUNCIL

12/51/civ Apologies for absence

Apologies for absence were received from Councillor Herbert and Councillor Pitt.

Councillor Brierley attended as an alternate member for Councillor Pitt.

12/52/civ Minutes of previous meeting

The minutes of the meeting held on 12 September were approved as a true and accurate record of the meeting.

12/53/civ Declarations of Interest

There were no declarations of interest.

12/54/civ Public Questions

There were no public questions.

12/55/civ Local Government Pension Scheme - Employers Discretions

The committee received a report presented by the Support Services Manager regarding the Local Government Pension Scheme – Employers Discretion.

The Support Services Manager tabled a summary of the changes.

Resolved (Unanimously)

- i. To approve the proposed policy statement on employer discretions as per appendix A of the committee report.
- ii. To authorise the Head of Human Resources and Director of Resources to determine decisions relating to the merits of individual cases.
- iii. That Council officers will continue to review the statement every 3 years and/or in line with changes to the Local Government Pension Scheme (LGPS) as advised by the Local Government Pensions Committee (LGPC) and the Administering Authority (Cambridgeshire County Council), and any recommended changes will go before Civic Affairs for approval.

12/56/civ The Localism Act and the Committee System

The committee received a report on the Localism Act and the Committee System, presented by the Democratic Services Manager.

The committee made the following comments on the report

- i. The content was interesting, but lacked sufficient analysis of the implications (positive and negative) of reverting to a committee system.
- ii. It was noted that Brighton and Hove Council had only retained the committee system until relatively recently due to a loophole in the legislation relating to elected mayors. It was also highlighted that the

executive model didn't work well in councils where the administration had a small or a non-existent majority.

- iii. The benefits highlighted by the London Borough of Sutton as result of their transition to a committee system were questioned. It was suggested that many of the highlighted benefits were already been delivered through the Area Committee system in Cambridge.
- iv. It was noted that all the councils that had transferred to date to the committee system were large authorities.
- v. The advantages of previous City Board, which had operated from 1973 through to 2002, were highlighted. It was explained the City Board provided political overview of all forms of decision-making including regulatory.
- vi. Disappointment was expressed that the Local Democracy, Economic Development and Construction Act 2009 had not been repealed and therefore precluded a reversion to the previous form of executive arrangements.
- vii. Clarification was requested whether the principle of a policy framework could be retained if the Council reverted to a committee system. The Head of Legal Services agreed to check the details, but explained that logically the principle of a policy framework would be removed, but that there was nothing precluding something similar being built into the committee delegations. It was agreed that officers would check the details and report back to members of the committee.
- viii. It was highlighted that Kent County Council had also recently adopted a hybrid system, which was similar to the model already operating in the city.
- ix. It was agreed that the City Council wasn't typical of other Councils, and that there were many opportunities for all Councillors to actively participate in the development and influencing of the details of policy.
- x. With the possibility of there being a close political balance for the foreseeable future, it was suggested that the governance arrangements should be kept under review but at this stage no change was required.

- xi. The possibility of confusion on the part of the public was also highlighted, if it wasn't clear where decisions were being taken.
- xii. Members were reminded that in the event of the Council resolving to amend its governance arrangements significantly, no further change would be permitted for five years without recourse to a referendum.

Resolved (Unanimously) to agree that no further work is required on adopting a different arrangement for scrutiny and decision making for the reasons set out in the committee report.

12/57/civ Committee dates - 2013/14

The committee received a report from the Committee Manager regarding the committee dates for 2013/14.

The committee requested

- i. Further discussion on the North Area Committee dates. It was agreed to do this at the next North Area Committee.
- ii. The production of a draft calendar for 2014/15 for consideration at a future meeting.
- iii. The circulation of the confirmed dates to Councillors as soon as practical.

Resolved (Unanimously) to approve the committee dates for 2013/14.

12/58/civ Members Allowances 2013/14

The committee received a report from the Democratic Services Manager regarding the Members Allowances Scheme for 2013/14.

The committee made the following comments on the report.

- i. It was agreed that references to obsolete technology and associated peripherals such as fax and fax rolls should be deleted from the scheme.

- ii. It was agreed that the provisions to withhold allowances partially or fully were no longer valid as it formed part of the former standards regime, so should be deleted.
- iii. Clarification was requested on the basis for calculating the basic allowance, and whether this was based on the principle of the living wage. It was also suggested that the current level of allowances could put off potential councillors from standing for election. The concern was acknowledged, but it was agreed that the existing allowances were at a low level, and without external intervention such as a national allowances scheme, it would be difficult for the council to make significant changes.
- iv. Officers agreed to investigate why travel warrants for members were encouraged rather than reclaiming the cost via expenses.

Resolved (Nem Com) to recommend to the Council:

- i. That the current Members Allowances Scheme subject to the small amendments in i. and .ii above and be continued for the 2013/14 municipal year.

12/59/civ A review of the Annual Canvass and Publication of Register of Electors

The committee received an update on the review of the Annual Canvass and Publication of Register of Electors.

It was acknowledged that the circumstances were unique, however it was suggested that similar issues could arise with the introduction of individual voter registration.

The committee thanked the officers involved in the organisation of the canvass and the publication of the register of electors.

12/60/civ Feedback on the Police and Crime Commissioner Election held on 15th November

The Returning Officer presented an oral report regarding the Police and Crime Commissioner election held on 15th November.

The committee were advised

- Turnout in the city had been 14.7%, which had compared with East Cambridgeshire District Council and Fenland District Council (Lowest – 12.9%) and Peterborough City Council (17.4%).
- Turnout at city polling stations had varied between 5.7% and 15.45%, with 46.31% of postal votes returned.
- The ballot papers were verified before midnight at the Guildhall.
- The count had been undertaken at Soham, with no overall winner after the first round. The count had taken 6 hours with a 15% turn out. Concerns regarding the capacity for managing similar counts with potentially larger turnouts were raised.
- It was noted that one complaint had been received regarding a Presiding Officer, but that the majority of complaints were beyond the control of the Returning Officer such as lack of information regarding the process and candidates.
- It was explained that a member of staff from the Electoral Commission had attended the verification and count, and had raised no issues. It was agreed that if the Electoral Commission produced a report or supplied feedback, that this would be circulated to members of Civic Affairs Committee.
- The Returning Officer thanked the Elections Team for their hard work before and during the election.

The committee made the following comments on the report

- i. Concerns were raised that the count was operating as 6 individual counts, with potentially inconsistent approaches. The possibility of greater use of existing technology to reduce the cost of future counts was suggested.
- ii. The 2nd stage count excluded the majority of the 2nd preference votes, as they didn't relate to candidates who had progressed to the 2nd stage.

- iii. Concerns were raised about the turnout implications for 2016, as not all districts currently had scheduled elections.
- iv. Clarification was requested on whether the count could have continued overnight and been completed by the morning.

The Returning Officer clarified the following points

- The centralised count had been the decision of the Police Area Returning Officer.
- The size of the other districts would make it very difficult to have an overnight count, particularly as the 2nd stage couldn't begin until all districts had declared.

It was also suggested that the spaces left blank at the top and bottom of the papers should be restricted to minimise the risk of "write in" candidates.

The meeting ended at 7.11 pm

CHAIR

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CAMBRIDGE CITY COUNCIL

REPORT OF: Head of Legal Services
TO: Civic Affairs Committee
WARDS: All

30/1/2013

DEVELOPER CONTRIBUTIONS, AREA COMMITTEES AND PROJECT APPRAISALS: AMENDMENT OF THE CONSTITUTION

1 INTRODUCTION

- 1.1 The Council's Executive has delegated powers and budgets to area committees to decide on how some developer contributions should be spent.
- 1.2 The scheme of delegation to officers in the Council's constitution needs updating to reflect the delegation to area committees. Specifically, the delegations relating to new capital schemes require Executive Councillors to approve capital project appraisals above a certain value. Where projects are initiated and funded by area committees, it makes more sense for this responsibility to be moved to area committee level.
- 1.3 As the report recommends amending the Council's constitution, Civic Affairs is asked to recommend the proposed changes to the Council meeting on 21 February.

2. RECOMMENDATION

- 2.1 That the Council approves the amendments to the Constitution set out in paragraphs 3.3 and 3.5 of this report.

3. BACKGROUND

- 3.1 Section 9.3.1 of the Constitution states:

In the case of new capital schemes the following approvals (together with approval to the necessary budget provision) must be obtained before any scheme may proceed.

- **For schemes where the estimated cost is £15,000 and below:** once included in the capital plan schemes may proceed without scrutiny committee consideration, provided that relevant Ward Councillors, have been consulted, where appropriate.
- **For schemes where the estimated total cost is over £15,000 and up to £75,000:** a capital project appraisal and procurement report proforma must be completed and referred to the relevant Executive Councillor for approval. The schemes may then proceed without scrutiny committee consideration, provided relevant Ward Councillors have been consulted, where appropriate.
- **For schemes where the estimated total cost is over £75,000:** a capital project appraisal and procurement report pro-forma must be completed for consideration by the relevant scrutiny committee and referral to the relevant Executive Councillor for approval.

3.2 In order to transfer this responsibility to area committees in cases where they have initiated schemes, members are recommended to approve the following amendments to the Constitution.

3.3 Amend the first paragraph of Section 9.3.1 by the insertion of the words shown in bold italics:

Subject to Section 9.3.1A, in the case of new capital schemes, the following approvals (together with approval to the necessary budget provision) must be obtained before any scheme may proceed.

3.4 Add new Section 9.3.1A

In the case of new capital schemes, responsibility for which has been delegated to Area Committees by the Executive, the following approvals (together with approval to the necessary budget provision) must be obtained before any scheme may proceed.

- **For schemes where the estimated cost is £15,000 and below:** once included in the Area Committee's programme, may proceed without further committee consideration, provided that relevant Ward Councillors, have been consulted, where appropriate.

- **For schemes where the estimated total cost is over £15,000 and up to £75,000:** a capital project appraisal and procurement report proforma must be completed and referred to the relevant Area Committee Chair, Vice Chair and Opposition Spokes for approval. The schemes may then proceed without Area Committee consideration, provided relevant Ward Councillors have been consulted, where appropriate.
- **For schemes where the estimated total cost is over £75,000:** a capital project appraisal and procurement report pro-forma must be completed for consideration and approval by the relevant Area Committee.

4. **CONSULTATIONS**

The report has been sent to the Chairs of Area Committees. Any comments will be reported to the Committee. There has been consultation with the Director of Planning and with Finance staff. The Executive Councillor for Arts, Sport and Public Places.

5. **OPTIONS**

The Council could decide to maintain the status quo. However, this would conflict with the delegation of responsibility to area committee level. The Council could decide that a greater or lesser level of scrutiny of project appraisals for capital schemes is appropriate.

6. **IMPLICATIONS**

- Financial Implications** There are no direct financial implications. However, the rules regarding approval of capital schemes are designed to ensure that there is appropriate and proportionate scrutiny of schemes before they are implemented.
- Staffing Implications** None.
- Equal Opportunities Implications** Any equal opportunities implications would be considered in relation to individual schemes.
- Environmental Implications** Nil.
- Procurement** Any procurement implications would be considered in relation to individual schemes.

- (f) **Consultation and communication** Covered in section 4.
- (g) **Community Safety** Any community safety implications would be considered in relation to individual schemes.

BACKGROUND PAPERS: There are no background papers to this report.

The author and contact officer for queries on the report is Simon Pugh, Head of Legal Services, tel (01223) 457401 or simon.pugh@cambridge.gov.uk

Report file:

Date originated: 21 January 2013

Date of last revision: 21 January 2013

CAMBRIDGE CITY COUNCIL

REPORT OF: Head of Human Resources
TO: Civic Affairs Committee
WARDS: All wards

Report title: Pay Policy Statement 2013/14

1 INTRODUCTION

- 1.1 This report sets out a draft pay policy statement as required under the Localism Act. The Localism Act requires the Council to have considered, approved and published a pay policy statement for each financial year. This must be approved by Full Council and be in place by 31st March each year.
- 1.2 The pay policy statement covers posts designated 'chief officer'. For Cambridge City Council this includes the chief executive, directors and heads of service. The areas to be covered in the statement are: salary, expenses, bonuses, performance-related pay, severance payments, how election fees are paid and the pay policy on re-engagement of ex-employees. The Localism Act also requires the statement to define the lowest paid employees and the ratio to the highest earning employee.
- 1.3 The Strategy and Resources Scrutiny Committee considered a report including proposals for the adoption of a Living Wage policy for staff and agency workers. The Civic Affairs Committee are asked to consider the recommendations of the Strategy and Resources Scrutiny Committee and to include the relevant provisions within the Pay Policy Statement 2013/14.

2 RECOMMENDATIONS

The Civic Affairs Committee is asked to:

- 2.1 Consider the recommendations of the Strategy and Resources Scrutiny Committee in relation to adoption of a Living Wage Policy for staff and agency workers (to be circulated following the Strategy and Resources Scrutiny Committee), and to recommend the Living Wage proposals for approval by Council as part of the Pay Policy Statement 2013/14.
- 2.2 Consider and recommend to Council the draft pay policy statement 2013/14 attached as Appendix 1, with the inclusion of proposals relating to the Living Wage as agreed by this Committee.

3.0. IMPLICATIONS

(a) Financial Implications

The financial implications arising out of this report relate to the consideration of adoption of a Living Wage Policy, as set out in the Strategy and Resources Scrutiny Committee report. There are no financial implications arising from the sections of the report reporting on current policies.

(b) Staffing Implications

This report relates to the pay, terms and conditions of staff.

(c) Equal Opportunities Implications

An Equality Impact Assessment (EQIA) was prepared in relation to the Living Wage. An EQIA has not been prepared in relation to the sections of the report reporting on current policies.

(d) Environmental Implications

The proposal has no climate change impact.

(e) Community Safety

This report relates to the pay, terms and conditions of staff and does not impact directly on community safety matters.

BACKGROUND PAPERS: The following are the background papers that were used in the preparation of this report:

- Pay Policy Statement 2012/13
- Provisions of the Localism Act relating to chief officer pay statements
- Strategy and Resources Scrutiny Committee Report on the Living Wage
- Communities and Local Government Openness and accountability in local pay: Guidance under section 40 of the Localism Act
- Local Government Association Localism Act: Pay Policy Statements Guidance (November 2011) and Supplementary Notes 1 and 2.

The author and contact officer for queries on the report is Deborah Simpson, Head of HR on extension 8101.

Report file:

Date originated: 21 January 2013

Date of last revision: 21 January 2013

Pay Policy Statement 2013/14

Scope

This pay policy statement covers the posts of the chief executive, all directors and all heads of service within the JNC 1 and JNC 2 grades.

Salary

The current salary scales for the chief executive, directors and heads of service are shown below. The pay scales were revised in 2012 as part of the Council's review of pay, terms and conditions.

Progression through the pay band (a four point scale) is subject to a range of criteria that are currently assessed via the annual performance review.

Chief Executive	108639	113252	117859	122503
Director	82161	85406	88646	91891
Head of service				
JNC1	63778	65951	68090	70263
JNC2	55120	57293	59466	61605

Pay Awards

Pay awards are nationally determined in accordance with the Joint Negotiating Committee (JNC) for Chief Executives and the Joint Negotiating Committee (JNC) for Chief Officers.

Terms and Conditions of Employment

The terms and conditions of employment for the chief executive, directors and heads of service within the scope of this pay policy statement are determined in accordance with collective agreements, negotiated from time to time, by the JNC for Chief Executives and the JNC for Chief Officers, as set out in the Scheme of Conditions of Service. These are supplemented by local collective agreements reached with trade unions recognized by the Council and by the rules of the Council.

Remuneration on Recruitment

Recruitment to the posts of chief executive and director is undertaken by a committee of councillors appointed by Council, but in the case of the chief executive, the appointment is

made by Full Council, following a recommendation from the Appointment Committee. The salary on recruitment will be within the current salary range for these posts at that time.

Recruitment to posts of head of service is undertaken by the chief executive or a director and is subject to notification to Executive Councillors before a job offer can be made. The salary on recruitment will be within the current salary range for these posts at that time.

Rules governing the recruitment of the chief executive, directors and heads of service are set out in the councils constitution in section; Part 41, Officer Employment Procedure Rules

Bonuses

There are no bonus arrangements payable to the chief executive, directors or heads of service.

Performance Related Pay

Performance and progression through the pay band is assessed annually in line with the Council's performance review schemes. For the chief executive and directors, performance is assessed by a panel of councillors, the Chief Officer Performance Review Working Party. For heads of service, performance is assessed by their director.

There is no performance related pay scheme outside of the performance review scheme, which determines the salary point of an officer, within the salary scale set out above.

Salaries over £100,000

The post of chief executive is the sole post which carries a salary range of over £100,000.

Publication of salary data

Salary data for the chief executive, directors and heads of service is published on the councils website, in the Open Data, Senior Council Officers section.

For the chief executive and directors this includes name, job description and actual salary, and for the chief executive, expenses and any election fees paid. For the heads of service this includes salary by post title.

This pay policy statement once approved by Full Council will be published on the Councils website.

Expenses

The expenses which may be payable to the chief executive, a director or head of service include:

- car/bicycle/motorcycle allowances at HMRC rates
- re-imbusement of travel and subsistence
- one professional subscription per annum
- payments under the eye sight tests scheme

Severance Payments

Severance payments are made in accordance with the council's employment policies and are the same for all staff.

Employees with more than two years service will be entitled to redundancy pay in line with local government guidelines and statutory provisions. Redundant employees may receive the following elements in their final pay:

- Normal pay up to the agreed leaving date
- Where applicable, payment in lieu of outstanding notice
- Severance payment (where entitled).

Under the council's redundancy scheme a weeks pay will be calculated on the basis of actual contractual pay. Additional benefits are not included. Cambridge City Council will not apply the statutory weeks pay definition.

Employees in the pension scheme and who are over age 55 are entitled to immediate onset of pension benefits based on actual reckonable service if:

- They are over 55 at the termination date
- They have 3 or more months membership in the Local Government Pension Scheme (LGPS) or have brought in a transfer from another pension scheme

Once an employee is in receipt of early payment of pension benefits, if their total pay and pension benefits together (if reemployed by another employer covered by the Local Government Modification order) exceeds their salary as at the leaving date, the difference may be claimed back from pension payments.

An employee will lose their entitlement to redundancy pay if they take up a post with another body covered by the Redundancy Payments (Local Government) (Modification) (Amendment) Orders within 4 weeks of the date of the redundancy and the offer of the new job has been made before the end of the original contract.

The chief executive, monitoring officer (currently Head of Legal Services) and chief finance officer (currently Director of Resources) can only be dismissed by the full council. All other directors and heads of service can only be dismissed in accordance with the Councils constitution, Part 41, Officer Employment Procedure Rules.

Pension and Pension Enhancements

The employees within the scope of this pay policy are entitled to and receive pension contributions from the Local Government Pension Scheme (LGPS). This is a contributory scheme and they currently contribute between 7.2 and 7.5% of their pensionable pay to the scheme. The employer contribution rate is currently 18.6%, i.e the council contributes 18.6% to the pension of a member of staff within the pension scheme. The rate of 18.6% is the same for all staff, the rate is reviewed every 3 years following a valuation of the fund by the appointed actuaries.

The Council's discretions on enhancement of pension are set out in the Pensions Discretion Statement 2012. This policy was approved by the Civic Affairs Committee on the 21st November 2012. The policy was reviewed in line with the requirement that Council officers review the statement every 3 years and / or in line with changes to the Local Government Pension Scheme (LGPS) as advised by the Local Government Pensions

Committee (LGPC) and the Administering Authority (Cambridgeshire County Council), and any recommended changes will go before Civic Affairs for approval.

Relationship to lowest paid and median average of employees

The lowest paid staff within the Council are on Band 1 of the Council's pay structure. For this reason we have chosen staff employed on Band 1 as our definition of the 'lowest paid' for the purposes of this policy.

Band 1 currently ranges from £13,589 to £15,725 per annum.

The terms and conditions of employment for Band 1 staff are in accordance with collective agreements, negotiated from time to time, by the National Joint Council for Local Government Services, as set out in the Scheme of Conditions of Service (commonly known as the Green Book). These are supplemented by local collective agreements reached with trade unions recognised by the Council and by the rules of the Council.

Pay policies which apply to Band 1 employees include:

- car/bicycle/motorcycle mileage at HMRC rates
- re-imbusement for travel and subsistence
- overtime/enhanced rates
- standby and callout arrangements
- one professional subscription per annum
- payments under the eye sight tests scheme

The highest paid officer of the council is the chief executive, with a current salary of £117,859. The chief executive's current salary scale runs from £108,639 to £122,053.

The current ratio between the highest and lowest pay points on each scale is - 1:9.0

The ratio of the current chief executives salary and the lowest pay point is 1:8.7

The median average salary of all Cambridge City Council staff is £27,052.

The ratio of the current chief executives salary to the median average salary is 1:4.4.

The Council does not have a policy on maintaining or reaching a specific pay ratio between the lowest and highest paid staff.

Living Wage

The Council proposes to adopt a Living Wage policy for staff and agency workers.

The Living Wage is currently £7.45 per hour (£14,411 per annum).

If a policy of adopting the Living Wage for staff and agency workers is agreed by Council it would change the pay ratios as follows:

The current ratio between the highest salary and a salary equivalent to £7.45 per hour is - 1:8.5

The ratio of the current chief executives salary and a salary equivalent to £7.45 per hour is 1:8.2

Election Fees

The Returning Officer is the person who has the overall responsibility for the conduct of elections. The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983. Although appointed by the Council the role of the Returning Officer is one of a personal nature and distinct and separate from their duties as an employee of the Council. Elections fees are paid for these additional duties and they are paid separately to salary.

The Chief Executive is the council's Returning Officer.

The fees for Parliamentary, Police Commissioner and Euro Elections are set by the Electoral Commission. The fees for Parliamentary and European Elections are pensionable.

Fees for local elections are set locally and current fees were agreed by the Civic Affairs Committee in April 2010 as £373 per contested ward and £55 per uncontested ward. Fees for district elections are pensionable.

Other officers, including senior officers within the scope of this policy, may receive additional payment for specific election duties.

Tax Avoidance

The Council takes tax avoidance seriously and will seek to appoint individuals to vacant positions using the recruitment procedures on the basis of contracts of employment and apply direct tax and National Insurance deductions from pay through the operation of PAYE.

Where consultants are recruited the Council will seek to avoid contractual arrangements which could be perceived as being primarily designed to reduce significantly the rate of tax paid by that person, such as paying the individual through a company effectively, controlled by him or her.

Re-engagement of ex City Council staff within the scope of this policy

All permanent or fixed term posts are advertised in accordance with the council's recruitment policies and appointment is made on merit.

Interim management appointments are made in accordance with the council's procurement policies and the provisions for contract for services.

The council will not engage an ex city council member of staff within the scope of this policy outside of these arrangements.

January 2013